

| REPORTS INVENTORY   |  |           |                  |   |  | CONTROL NO.  |
|---|--|-----------|------------------|---|--|--|
| PREPARE IN DUPLICATE  |  |           |                  |   |  | DD5/00-011   |
| 1. TITLE OF REPORT (if a fill-in report include Form No.)                         |  |           |                  |   | 2. TYPE OF REPORT  | <input checked="" type="checkbox"/> STATISTICAL<br><input type="checkbox"/> NARRATIVE<br><input type="checkbox"/> MACHINE-NAME LISTING |
| Program Plans Review - Five-Year  |  |           |                  |   |  |  |
| 3. FUNCTIONAL AREA  | PERSONNEL  | LOGISTICS | MEDICAL          | TRAINING  | SECURITY   | FINANCE  |
|   |  |           |                  | ADMIN. GENERAL  | OTHER (specify)  |  |
| 4. NO. OF COPIES PREPARED   | 5. FREQUENCY (weekly, monthly, quarterly, etc.)                        |           |                  |   | 6. DISTRIBUTION (No. of components not number of copies) |  |
| 5   | Annually   |           |                  |   | 1  |  |
| 7. FORMAT (memorandum, form computer print-out, etc.)                             | 8. ADP PROCESSING  |           |                  | 9. DIRECTIVE AUTHORITY REQUIRING REPORT   |  |  |
| Memorandum  | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO |           |                  | IF YES GIVE ADP PROCESSING NO.<br>Ex. Dir.-Compt.   |  |  |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) |  |           |                  | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |  |  |
| OC/SCD/All Branches   |  |           |                  | Feeder to OC-P  |  |  |
| 12. COST FACTORS  |  |           |                  |   |  |  |
| A. MANUAL PREPARATION AND REVIEW COSTS  |  |           |                  |   |  |  |
| GRADE   | HOURLY RATE  | X         | HOURS PER REPORT | =   | COST PER REPORT  | X  |
|   |  |           |                  |   |  | TIMES PREPARED =   |
|   |  |           |                  |   |  | COST PER YEAR  |
| GS-15   | \$11.00  |           | 1,040            |   | \$11,440.00  | 1/year   |
| GS-07   | 3.89   |           | 12               |   | 46.68  | 1/year   |
| GS-17   | 14.77  |           | 12               |   | 177.24   | 1/year   |
| B. COSTS OF COMPUTER PRODUCED REPORTS   |  |           |                  |   |  |  |
|   |  |           |                  |   |  |  |
| TOTAL COSTS PER YEAR  |  |           |                  |   |  | \$11,663.92  |

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.